



# RIALTO UNIFIED SCHOOL DISTRICT

## DIRECTOR, ALTERNATIVE EDUCATION Job Description

### DEFINITION

Directs the operation of Adult Education, Vocational Education and Regional Occupational Programs, and assumes responsibility for major portions of the program.

### ESSENTIAL DUTIES

#### A. Adult Education, R.O.P.

1. Develops and implements Adult Education/R.O.P. programs and supervises their operations.
2. Evaluates R.O.P./Adult Education teaching staff.
3. Confers with students regarding educational and vocational programs leading to a diploma and/or job preparation. Evaluates transcripts.
4. Assist with the interpretation of the educational program staff, parents, and other members of the community.
5. Provides for administration of District proficiency examinations to diploma students in regular and laboratory settings.
6. Provides for articulation and coordination between R.O.P., Adult Education, and high school programs.
7. Assists with coordination of student registration.
8. Recruits and recommends for employment R.O.P. teachers and makes arrangements for substitute teachers.
9. Provides general supervision of evening staff.
10. Makes routine disciplinary decisions regarding R.O.P students and make decisions regarding terminations.
11. Provides direct supervision to teaching, clerical and security staff in the daytime R.O.P. program.
12. Collects and maintains all attendance, productive hour and payroll records for the daytime program, supervises data collection for evening programs.
13. Coordinates Adult Education programs with the high school and other alternative education programs.
14. Maintains an active advisory committee for each program and schedules and coordinates advisory committee meetings
15. Develops enrollment projections and budget for each R.O.P. program.
16. Assists with the recruitment of students for the programs.
17. Supervises and evaluates R.O.P. teachers, administrative, and clerical.
18. Supervises R.O.P. Placement Program.
19. Performs other assignments as assigned by the Assistant Superintendent, Instructional Services.

#### B. Vocational Education

1. Assists the Principal in the management of federal projects related to vocational education.
2. Prepares all applications and related reports and documents to meet state and federal guidelines for funding.
3. Schedules or coordinates meetings of subject matter advisory committee.
4. Completes required federal and state reports.
5. Provides for inservice of Adult Education, R.O.P. and Vocational Education staff.
6. Serves on negotiating panel for Adult Education.
7. Processes all required applications, credential applications, and other documents relating to employment of R.O.P. personnel.
8. Represents the District in County and State R.O.P., Adult Education, and Vocational Education meetings.
9. Organizes District-wide Vocational Education Committee and serves as a member of the Curriculum Council of the District.
10. Performs other assignments as assigned by the Assistant Superintendent, Instructional Services.

### QUALIFICATIONS

#### Experience and Education:

- Masters Degree.
- Possession of an Administrative Services Credential.
- EL Authorization.
- Three years experience as a classroom teacher.
- Three years administrative experience.

**Experience and Education - continued:**

- Possession of a valid California driver's license and a private vehicle.
- TB Skin Test as required by State Law
- Fingerprints on file as required by State Law

**PHYSICAL DEMANDS**

MODERATE WORK - lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.

**Work area requirements:**

Ability to traverse campuses and sites of 10 to 40 acres, including construction sites, campuses, fields, and concrete/asphalt areas. Ability to use common school hand tools, computers, telephones, and photocopy machines.

**Physical requirements:**

The time requirements are listed considering this wording and meaning:

Occasionally/Low - up to 3 hours  
 Frequently/Medium - 3 to 6 hours  
 Constantly/High - 6 to 8 hours plus

Sitting:	Occasionally	Kneeling:	Occasionally
Stooping:	Occasionally	Walking:	Constantly
Bending:	Frequently	Push/Pull:	Occasionally
Lifting:	Occasionally	Standing:	Occasionally
Reaching:	Occasionally	Carrying:	Frequently
Handling:	Constantly	Fingering:	Occasionally
Grasping:	Constantly	*Driving:	Occasionally
Keyboarding:	Medium, Must be literate		

***\*Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.***

**Frequent motion:**

Twisting:	Low	Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently	Reaching to shoulder level:	Occasionally
Forward should/neck flexion:	Occasionally-3 hrs per day	Reaching above should level:	Frequently
Reaching below shoulder level:	Frequently		

**Sensory requirements:**

Ability to see:	Constantly	Ability to smell:	Constantly
Ability to hear:	Constantly	Ability to touch:	Constantly
Ability to talk:	Constantly		

**Must be able to deal with these environmental considerations:**

Heat:	Occasionally	Fluorescent lights:	Constantly
Noise:	Frequently	Working outside:	5% of the day
Odor:	Yes	Working inside:	95% of the day
Humidity:	Occasionally	Floor may be slippery at times:	Low
Moisture:	Occasionally	Working in close quarters with others:	Yes

**This job requires:**

Alertness: Constantly  
 Recall of names and dates: Constantly  
 The use of two hands: Constantly  
 Ability to work in temperatures down to 30 degrees and up to 105 degrees  
 Attention to detail: Constantly

**Ability to deal with psychological factors:**

Team work:	Constantly	Frustration:	Moderate-depends on time of year
Repetitive Tasks:	Yes, Signature	Level of responsibility:	High
Flexible:	Yes	Must keep up with schedule:	High

**Ability to deal with psychological factors - continued:**

Able to work overtime as needed: High      Able to keep up a high activity level during the shift: Yes  
Dealing with upset employees, students, community members and parents: Moderate

**Physiological factors:**

Maintain a high level of consciousness:	Yes	Ability to read at the 12 <sup>th</sup> grade level:	Yes
Orientation to time, place, or person:	Yes	Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes		